

RESTRICTED

Approved For Release 2002/09/03 : CIA-RDP57-00384R000400120085-7  
OGC HAS REVIEWED.

COMMENTS AND SUGGESTIONS BY OFFICE OF GENERAL COUNSEL  
on the  
CENTRAL INTELLIGENCE AGENCY CORRESPONDENCE MANUAL

Comments:

- (a) Chapter I, Page 4, Paragraph 7 states that the attention line should be between the address and the salutation, separated from each of these items by a double space. Chapter II, Page 10, Paragraph 2c states address on envelope should correspond to the inside address of the letter. Chapter II, Page 11, Paragraph 2f states that the attention line on the envelope should preferably be between the name and the street address.

The third statement seems to be in conflict with the standards set up by the previous two statements.

- (b) Chapter I, Page 5, Paragraph 12b states that complimentary close should be followed by a comma. However, on the referenced Exhibit 1, Page 26, there is none.
- (c) Chapter I, Page 7, Paragraphs 16a and b: "Code symbols representing CIA offices...must be used when the correspondence is directed to the Director, Deputy Director, or Executive, or when correspondence is for signature by any of these three officers." Then follows a list of assigned codes.

It is requested that the symbol, OGC, be included in such list for the Office of General Counsel.

- (d) Chapter I, Page 8, Paragraph 18e should state that Form 38-13, Top Secret Cover Sheet, must be prepared and stapled to each separate portion of Top Secret correspondence being distributed within CIA, (i.e., original and copy (ies) of correspondence to each different addressee) and not a green cover sheet to be placed on top of the entire file.
- (e) In no section of the Manual, either in writing or by example, is the position of a "Reference" line shown.

Suggestion:

- (a) Change of Manual Style: Manual to contain samples or exhibits of different types of letters, memoranda, envelopes, telegrams and cables, etc., used within CIA. Each sample or exhibit would state, within its contents, the standards set up by CIA in regard to that particular type of correspondence or item. As the manual is now set up, it is necessary to read more than one section of the Manual in order to get complete instructions on certain standards dealing with a specific type of correspondence. The revised Manual could contain only sam-

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